



STATE OF CONNECTICUT
DEPARTMENT OF ENVIRONMENTAL PROTECTION
Clean Water Fund Memorandum

July 8, 2010



ALL CONNECTICUT MUNICIPALITIES AND ENGINEERING CONSULTANTS

RE: REQUIREMENTS FOR MBE/WBE PARTICIPATION ON CLEAN WATER FUND
PROJECTS FOR ENGINEERING SERVICES

The following clause shall be included in all engineering services contracts and contract amendments to be funded under the Clean Water Fund:

The requirement for MBE/WBE participation, expressed as a percentage of the total contract amount, shall be a minimum of 8.0 percent with the following makeup.

MBE 3.0 percent WBE 5.0 percent

The requirement for MBE/WBE participation shall be applied independently to each phase of the project (planning, design and construction). If amendment(s) to the original engineering contract are necessary, the minimum 8% participation will be evaluated based upon the combined value of the original contract along with the amendment(s).

At the end of each phase of a project, a review of the original agreement and all amendments will be evaluated for MBE/WBE participation. If compliance with this program has not been met, then an adjustment in CWF eligibility will be made. This adjustment shall result in those costs which are deficient below the goals to be deemed ineligible for any CWF participation and payment of those deficient costs shall be the sole responsibility of the Municipality. Within fourteen (14) calendar days after the execution of the prime engineering contract, the prime engineer shall submit two executed copies of the MBE/WBE subcontract to the owner, who must then submit one copy to DEP to demonstrate compliance with this memorandum. **No payment request under the original contract will be processed by DEP until the executed copies of the subcontracts are on file in DEP.**

This requirement shall apply to all engineering contracts that originate with a value over \$100,000. Within any phase of a project where the total of the original contract price plus all contract amendments is less than \$100,000, then no MBE/WBE participation will be required.

I hereby verify that I have read and understand the MBE/WBE requirements in this memorandum and will secure subcontracts which include percentages that will meet or exceed the minimums listed above.

Project Name _____

Engineering Consultant _____

Authorized Signature _____ Date _____

Town Official and Title _____

Authorized Signature _____ Date _____

Paul E. Stacey, Director
Planning & Standards Division
Bureau of Water Protection & Land Reuse